Guide for Completing the I-765
For OPT and STEM OPT applicants ONLY!
Type or print legibly in black ink.

From USCIS Instructions Guide*:* "Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "NA" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed."

Part 1. Reason for applying
- Standard OPT (12-month duration) – select box **1.a.**
- STEM OPT Extension (24-month duration) – select box **1.c.**
- Replacement for lost, stolen, or damaged EAD – select box **1.b.**
- Replacement for incorrect EAD due to applicant error – select box **1.b.**

Part 2. Information about you
- **1.a.-1.c.** Enter your full legal name as it appears in the passport or birth certificate, in the order indicated.
- **Q.2-4.** Answer <u>only</u> if you have used any other names.
  - If no other names used, enter NA.
- **Q.5.** Enter the mailing address in the format provided.
  - This must be a U.S. address.
  - The "In Care of Name (if any)" applies <u>only</u> when using someone else's address. Leave this line blank if you are using your personal address.
  - **The EAD will be mailed to the mailing address you provide.**
- **Q.7.** Enter your physical address.
  - This must be a U.S. address.
  - It can be different from the mailing address you provided earlier.
- **Q.8.** Enter the A-Number (also known as USCIS # on previous EAD card).
  - Leave this line blank if you do not have one or do not remember it.
  - The A-Number is a 9-digit number.
- **Q.9.** Enter your USCIS online account number, if you have one.
  - Leave this line blank if you do not have one. (Most students will not.)
  - <u>If you have previously filed an application online</u>, you can find this number on your user profile page.
- **Q.14.** Answer yes <u>if</u> you do not have a Social Security Number (SSN) and want one to be issued about the same time the EAD is issued.
  - You must also answer yes to Q.15 to receive a SSN card this way.
  - <u>If you answer no</u>, you may later apply for a SSN independently after receiving the EAD.
- **Q.16.a-b** and **Q.17.a-b.** Complete <u>only</u> if you answered yes to both Q.14 and Q.15.
- **Q.21a.** Enter the <u>most recent</u> I-94 record number.
  - The I-94 number changes each time you enter/re-enter the U.S., so be sure you use the most recent number corresponding to your most recent entry.
  - Obtain this number by accessing the I-94 record online.
  - The I-94 record number is an 11-digit number.
- **Q.22.** Enter the date of your most recent entry into the U.S.
  - This is typically the same date as on the most recent I-94 record.
  - <u>If the I-94 shows an older date</u>, enter the most recent date of entry in Q.22 and explain later in the additional information section (**Part 6**) that you could not obtain the most recent I-94 showing the correct date.

Part 2. Information about you (continued)

- **Q.23.** Enter the port where you entered the U.S. and passed through customs.
  - This is typically found on the port of entry stamp on the passport, which includes that date of entry and is typically a three-letter abbreviation (e.g. NYC for New York City, ATL for Atlanta, etc.).
  - <u>If you had connecting flights within the U.S.</u>, be sure to enter the port where you passed through customs, which may not be the same as your destination location.
- **Q.24.** Enter the visa category you had when you last entered the U.S.
  - In most cases, this will be F-1 Student.
  - <u>If you entered the U.S. with a different visa category and later changed to F-1</u>, list the visa category you held when you last entered the U.S.
- **Q.25.** Enter the current visa category you now hold.
  - This should always be F-1 Student if you are seeking to apply for standard OPT or STEM OPT extension.
- **Q.26.** Enter your SEVIS ID.
  - This is found on the upper left-hand section of your I-20.
  - This number begins with the letter N.
- **Q.27.** Enter your eligibility category as:
  - (c)(3)(B) if applying for post-completion OPT (12-month duration).
  - (c)(3)(C) if applying for STEM OPT extension (24-month duration).
- **Q.28-a-c.** Answer <u>only</u> if you are applying for STEM OPT extension; leave them blank if you are applying for standard OPT.
  - **28a.** Enter degree level and major (e.g. PhD in computer engineering).
    - You may also enter the CIP code [e.g. PhD in mechanical engineering (14.1901)].
  - **28b.** Enter the employer/company name exactly as listed in E-verify.
    - Do not abbreviate or truncate the name. If the name is too long to fit the space provided, we suggest handwriting it neatly so the entire name fits.
    - Do not enter a supervisor's name — this is asking for the company name.
  - **28c.** Enter the E-verify number for the employer.
    - Confirm the correct number with the company's HR authority.
    - This is typically a 6- or 7-digit number and **IS NOT** the same as the EIN.
- **Q.29-31.** Skip these questions because they apply to different eligibility categories.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

- In most cases, you (the applicant) are preparing the form yourself and will select box **1.a.**
  - <u>If this not the case</u>, select the appropriate box based on your circumstances.
- Answer **Q.3-5.**
- Read the declaration and certification section.
- Sign and date **7.a.** and **7.b**. **in ink by hand using a black or blue ink pen**.
  - Do not put an electronic signature.
  - A stamped or typewritten name in place of a signature is not acceptable.
  - Do not use any other color ink other than black or blue.

Part 4. Complete <u>only</u> if you had an interpreter assisting you with the completion of the I-765.

Part 5. Complete <u>only</u> if someone else (<u>NOT</u> you) completed the I-765 for you.

<mark>**Part 6.** If you are applying for <u>standard post-completion OPT</u>, enter all SEVIS numbers you have had in this section. Also, include evidence of any CPT or OPT authorizations you have received in the past, and the academic level at which you received each authorization.</mark>

If there is any question about how to properly answer a question, review the "<u>Instructions for Application for Employment Authorization</u>" provided by USCIS at <u>uscis.gov/i-765</u>.

**Keep a copy of your completed I-765 for yourself and
<u>SEND THE ORIGINAL FORM TO USCIS</u> with the rest of your application documents.**